

**CODE OF CONDUCT
FOR
EMPLOYEES**



COLLEGE OF ENGINEERING ROORKEE

7th Km. Roorkee-Haridwar Road, Vardhmanpuram, Roorkee

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PART-A

CODE OF CONDUCT FOR COER EMPLOYEES

The term employee includes Director General, Director, Deans, Heads of Department, Registrar, technical staff, non-teaching staff and other staff which come under this purview. The following code of conduct applies to all of the employees mentioned above:

- a. Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging. No employee shall behave in a manner unbecoming of an employee of an educational Institution.
- b. Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
- c. An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behaviour should be commendable.
- d. Unless otherwise stated specially in terms of appointment, every employee is a whole- time employee of the college, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays.
- e. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- f. The employee shall not absent himself/herself from his/her duties without prior permission from the head of the Institution. Prior permission of the competent authority is necessary for availing even casual leave or special casual leave. This competent authority however, reserves the right to refuse leave for valid reasons to be recorded in writing. In case of sudden and unexpected sickness or absence on medical grounds, a medical certificate to the satisfaction of the college authorities shall be produced within a week. Employees desiring to avail themselves of leave other than casual leave or special casual leave shall apply for leave before actually proceeding on leave, to the college authorities.
- g. No employee shall leave the station except with the prior permission from competent authority, even during leave or vacation. Wilful absence from duty will be treated as “dies non” for the purpose of increment, leave etc.,

- h. Whenever leaving the station, an employee should inform the Head of the Department to which he/she is attached, providing the address where he/she will be while on leave.
- i. No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than his/her best judgment except when he/she was acting under the direction of his/her superior, in writing wherever practicable and where it is not practicable to obtain the direction in writing, he/she shall obtain written confirmation of the direction as soon as possible thereafter.
- j. Conducting or participating or supporting or instigating any faculty staff/students/others directly or indirectly on any religion/ caste/ racial/tribe/sex/ untouchability based activities, is strictly prohibited on the part of any employee either in the University premises or elsewhere. Faculty/staff found guilty can be terminated from services of the autonomous institution.
- k. Criticizing or acting against or not implementing the approved college policy shall be treated as gross misconduct and faculty/staff found guilty can be terminated from services.
- l. An employee cannot refuse to receive any communication of any type from his/her controlling officer or a competent authority.
- m. No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority for the furtherance of his/her interest. The penalty for a contravention of this rule shall be the withholding of promotion for him/her either permanently or for such period as the competent authority may determine.
- n. No college employee shall engage himself in strike or in incitements thereto or in any activity resulting in abstaining from duties, slowing down the work, instigating other employees directly or indirectly, to abstain from work or to go slow on work. Obstructing other employees from attending duties, or creating obstructions for work is strictly prohibited and amounts to gross misconduct.
- o. A temporary employee who remains absent from duty after applying for leave or extension of leave to which he/she is not entitled shall be deemed to have been discharged from duty with effect from the date from which he/she is not entitled to any leave unless the leave applied for is granted by the competent authority.
- p. No employee shall send any application for employment under any other agency except through the authorities of the institution concerned. Ordinarily every

employee shall be permitted to apply for an outside post twice in a year even though he/she may be holding a permanent post.

2. Taking part in politics and election:

- a. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.
- b. No employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in any election to a legislative body or local authority.
 - i) Provided that an employee of the college qualified to vote at such election may exercise his/her right to vote, but where he/she does so, he shall give no indication of the manner in which he/she proposes to vote or has voted.

3. Connection with Press or Radio or News Papers or any mass communication media:

- a. No employee shall, except with the prior sanction of the competent authority, own wholly or in part or conduct, or participate in the editing or managing of any newspaper or other periodical publications.
- b. No employee shall, except with the prior sanction of the competent authority or any other authority empowered by duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

4. Evidence before Committee or any other authority:

- a. Save as provided in sub-rule (3) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any enquiry conducted by any person, committee or authority.
- b. Where any sanction has been accorded under sub-rule (1) no employee while giving such evidence shall criticize the policy or any action of the University
- c. Nothing in this rule shall apply to
 - i) Evidence given in any enquiry before an authority appointed by the University or
 - ii) Evidence given in any judicial enquiry; or
 - iii) Evidence given at any departmental enquiry ordered by the University authorities.

5. Un-authorized communication of information: No employee shall, except in accordance with any general or special order of the competent authority, or in the performance in good faith of the duties assigned to him communicate, directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

6. Gifts: No employee shall, except with the prior sanction of the competent authority, accept or permit his/her spouse or any other member of his/her family to accept, from any person any gift of more than trifling value.

- a. Providing that gifts of a value, reasonable in all circumstances of the case, may be accepted from relations and personal friends, or presented to such persons on occasion such as wedding, anniversaries, funerals and religious functions, when the making or receiving of such gifts is in conformity with the prevailing religious or social customs; but acceptance of such gifts other than those of trifling value should be reported to the Autonomous college.

7. Private employment or trade and investment:

- a. No employee shall, except with the previous sanction of the management, negotiate or undertake any other employment or work or engage directly or indirectly in any trade or business.
- b. If an employee wishes to contest for an elective office, he/she shall resign from the services of the college before filing the nomination.
- c. Canvassing by employee in support of the business or insurance agency or commission agency and the like owned or managed by his/her spouse or any other members of his/her family shall be deemed to be a breach of this rule.
- d. Every employee shall report to the management if any member of his/her family is engaged in any trade or business or in an Insurance agency/ commission agency.
- e. No employee shall, without the previous sanction of the management, except in the discharge of his duties, take part in the promotion, registration or management of any banking or other company or any other law for the time being in force or any co-operative society or commercial undertaking.
- f. No employee shall accept any fee for any work done by him/her for any public body or any private persons without the general or special sanction of the management.
- g. No employee shall speculate in any stock, share or other investment.

- h. No employee shall make or permit any member of his family or any person acting on his behalf to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.
- i. The decision of the management shall be final in respect of any question arising under these rules.

8. Lending & Borrowing :

- a. No employee shall lend money at interest to any person nor shall borrow money from any person with whom he/she is likely to have official dealings.
- b. Insolvency, habitual indebtedness and Criminal Proceedings:
 - i) An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debts or has recourse to insolvency or when it is found that a part of his/her salary is continuously being attached, he/she may be liable for dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the college.
 - ii) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he/she is attached, irrespective of the fact whether he/she has been released on bail or not.
 - iii) An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties in the college campus unless he/she has obtained written permission to that effect from the competent authority.

9. Vindication of acts and character of employees:

- a. No employee shall, except with the prior intimation of the competent authority, have recourse to any Court of Law or to the press or mass media for the Vindication of any official act which has been the subject matter of adverse criticism.
- b. Provided nothing in this rule shall be deemed to prohibit an employee from Vindicating his/her private character or any act done by him/her in his/her private capacity.
- c. Marriages: No employee who has a spouse living shall contract another marriage notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him/her.

10. Attendance at Meeting:

- a. An employee who is appointed as a member of any duly constituted committee of the University must attend all meetings of such committees.
- b. If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send a previous intimation to the Chairman of the Committee or to the Registrar stating the reason for his/her absence.

11. Representations:

- a. Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she must forward his/her case through proper channel, and shall not forward, advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than two months.
- b. No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or any other matter.

12. Misconduct:

Without prejudice to the generality of the term 'misconduct', the following acts of omission in addition to those laid down as above and commission shall be treated as misconduct:

- a. Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- b. Acting in a manner prejudicial to the interests of the Institution.
- c. Wilful insubordination or disobedience, whether or not in combination with others, of his/her superior

- d. Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.
- e. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
- f. Habitual late or irregular attendance and habitual absenteeism.
- g. Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
- h. Damage to any property of the Institution or interference or tampering with any safety devices installed in or about the premises of the university . Disregard to the safety measures and instructions in regard of property, equipment and work
- i. Involvement in theft, fraud, breach of trust, dishonesty, misappropriation of funds, damage to the property or work of any nature of the university or another employee.
- j. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Institution or outside such premises where such behaviour is related to or connected with the employment.
- k. Gambling or smoking within the premises of the institution.
- l. Collection without the permission of the competent authority of any money within the premises of the Institution.
- m. Sleeping while on duty.
- n. Commission of any act, which amounts to a criminal offence involving moral turpitude.
- o. Absence from the employee's appointed place of work without permission or sufficient cause.
- p. Taking up any service or setting up of any institution etc., by any employee on leave.
- q. Purchasing or selling properties, machinery, stores, etc. in the name of the college or institutions maintained by it, without express permission in writing from the competent authority.
- r. Use of high tenor, indecent language or undue arguing with superiors
- s. Submission of application for employment to any other agency outside the institution without permission from the competent authority.

- t. Submission of a false representation to any outside institution/agency/office against the officers of the Autonomous college or the college Management.
- u. Submission or propagating any false information about university /any authority/employee either inside the college campus or outside.
- v. Submission of any representation/claim to any higher authority without routing through proper channel for seeking any redressal or any grievance.
- w. Commission of any act subversive of discipline or of good behaviour.
- x. Abetment of or attempt of any act which amounts to misconduct.
- y. Prohibition of sexual harassment of working women:
 - i) No employee shall indulge in any act of sexual harassment at the work place.
 - ii) Every employee who is in-charge of a work place shall take appropriate steps to prevent sexual harassment at such work place.

Explanation: For the purpose of this rule “Sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or otherwise as:

- a. Physical contact and advances;
- b. Demand or request for sexual favours;
- c. Sexually coloured remarks;
- d. Showing any pornography; or
- e. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Note: The above instances of misconduct are illustrative in nature, and not an exhaustive.

13. Consumption of intoxicating drinks and drugs:

- a. An employee of the college shall not consume any intoxicating drinks and drugs in the college campus premises.
- b. An employee shall not attend to duties after consuming any intoxicating drinks and drugs.
- c. An employee shall not be under the influence of any intoxicating drink or drug during the course of his/her and shall also take due care that the performance of his/her duties at any time is not affected in any way by the influence of such a drink or drug.

14. Confidentiality

Staff members who have access to official college documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any

individual concerned. Members of the college should also undertake to maintain privacy of oral communications where that has been requested.

15. Fraud and Corruption

The college policy clarifies the responsibilities of all college staff in creating an honest, ethical and professional workplace, and outlines the requirements and protocols for raising issues of suspected fraud and corruption and the conducting of investigations.

Disciplinary Action Policy

It is obligatory for an employer to set and maintain satisfactory standards of conduct and performance at work. Employees are clear about the standards that are expected of them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.

- i. The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the institute and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
- ii. Normally no formal disciplinary action is taken without some informal counselling where the employee is made aware of any shortcomings in standards or in behaviour, and these shortcomings have been discussed between the employee and the Head of the Department.
- iii. It is hoped that most of the difficulties, that arise, could be resolved through counselling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.
- iv. The Head of the Department will outline the cause of concern and the employee will be given an opportunity to state his/her case. Head of the Department are required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals are kept.
- v. If the conduct or performance of an employee is not satisfactory, he/ she is required to attend a formal disciplinary hearing held by the Head of the Department, the Director. If the explanation is unsatisfactory. An appeal against a verbal / written warning notice issued by the superior may be made in writing, within seven days of receipt of the warning.
- vi. Security & Vigilance on campus: Campus has equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspect anything odd in campus. College has also installed cameras in class room and important locations as outdoor security monitoring.

- vii. **Counseling Facility:** College has appointed visiting counselor for students and staff members. Students and mentors are requested to take the benefit of this facility. Counselor is available in campus twice a week.
- viii. **Biometric Attendance facility:** Every employee of this college is required to register the finger print in biometric system and must record attendance through this system. Three late marks will be treated as one full day leave. Registration is available with office staff.
- ix. **Uniform for employees:** The employees must wear uniform everyday. If any particular employee is found not wearing uniform, disciplinary action is taken against him/her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her.
- x. **I-Card Policy:** The employees must wear I-Card every day. If anyone is found without I-card, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member.
- xi. **Examination Duties :**
 - a. **Supervision duty of university exams:** All teaching staff is allotted Supervision duties for university and departmental examination.
- xii. **Private Coaching / Outside Employment Policy:** No staff should be involved in private coaching without prior permission. Also staff must not take up any other employment such as part time or full time at any other place. Disciplinary action will be taken such staff members.
- xiii. **Internet Facility policy:** Staff of COER must use the internet facility only for office and academic purpose. Staff must not be involved in sending unsolicited mails through COER internet facility. Staff must not download material from internet without proper acknowledgement of original source. Staff must not watch unsolicited videos or must not waste the internet resources.
- ix. **Non smoking, non alcohol and no-tobacco chewing policy:** At COER, no tolerance is observed regarding smoking, drinking and tobacco chewing on campus. It is viewed as serious issue and strict action is initiated against the staff members and student found indulged in smoking, drinking and tobacco chewing.
- x. **Vehicle parking policy:**
 - For staff members: All the staff members are required to park preferably at the designated parking lots for proper management.
 - Students are required to park vehicle properly so that it should not create parking problems.

- xi. Disciplinary procedure: Appropriate actions will be taken against staff and students who are not following the guidelines, rules and regulations of this college. All the grievances will be handled by concerned committees.

PART-B

CODE OF CONDUCT FOR GOVERNING BODY

A. Governing Body

The governing body is unambiguously and collectively responsible for overseeing the institution's activities, determining its future direction and fostering an environment in which the institutional mission is achieved. The body meets twice a year and proceedings of the meetings should be maintained properly. The college is governed by the governing body which is constituted as per AICTE and trust norms. It's responsibility can be divided into :

- i. To monitor and evaluate the teaching programs in the college and suggest remedial measures, to improve the academic performance to conform to the standard of teaching and the progress of studies in the college as laid down by the University.
- ii. To appoint the Director / Director, the teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the University.
- iii. To monitor faculty deployment and development, placement and industry – institute interaction activities in the institute/college and suggest remedial measures wherever necessary.
- iv. To approve yearly budget and to sanction budgets for major purchases of the institute.
- v. To accord approval for appointment of teaching and non-teaching staff required for smooth functioning of the academics.
- vi. To give necessary approval for appointment of additional staff for value added activities.

PART-C

CODE OF CONDUCT FOR ADMINISTRATION

1. DIRECTOR GENERAL

Director General is the overall administrative head of the Institute responsible for academic growth of the Institute. Director General shall be member secretary of the Board of Governors of the Institute. He is authorized by the management to take administrative actions in the interest of the Institute. He will take all major financial decisions in consultation with the management.

Major responsibilities shall be:

- (i) All aspects of Faculty, Staff & Students of COER.
- (ii) Admissions in COER.
- (iii) Academics Transaction.
- (iv) Centre of Excellence (CoE).
- (v) Faculty Recruitment, Development & Employment.
- (vi) Fee Collection (through Dean (Academics)).
- (vii) Preparation for accreditation by NAAC and NBA.
- (viii) **Research.**
 - (a) Impetus to Research.
 - (b) Procurement of Research Grant.
 - (c) Establishment of Incubator.
- (ix) **Collaboration.**
 - (a) National.
 - (b) Global.
 - (c) Exchange Programme: Students as well as Faculty.
- (x) Student's Affairs including Activities & Hostel.
- (xi) Director General shall remain responsible for routine affairs wrt Faculty, Staff, Students and Infrastructure (Class Rooms, Lab, Library & other facilities) of the respective institutions.
- (xii) To facilitate an effective academic environment (viz Scheduling, Examination, Affiliation, participation in various activities under the aegis of UTU & SDSUU) in campus, all such decisions shall be arrived through the following committee;
 - (i) Director General
 - (ii) Director
 - (ii) Dean (Academics)
 - (iii) Dean (SW) and HsOD shall be co-opted on required basis.

2. DIRECTOR

- i) The Director should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and good order of the Institute.
- ii) The Director should plan the budgetary provisions and go through the financial audited statements of the Institute.
- iii) The Director has authority to take all the necessary disciplinary action as and when required to maintain discipline in the Institute.
- iv) The Director should form various college level committees which are necessary for the development of the Institute.
- v) The Director should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- vi) The Director should encourage Faculty Members to publish text books, research papers in reputed International / Indian Journals / Conferences.
- vii) The Director should provide leadership, direction and co-ordination within the Institute.
- viii) The Director should periodically review this Code of Conduct.
 - As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
 - meets or exceeds Institute standards and any weaknesses
 - any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- ix) The Director is responsible for the development of academic programmes of the Institute.
- x) The Director should convene meetings of any of the authorities, bodies or committees, as and when considers it necessary to do so.
- xi) The Director should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- xii) The Director should ensure that quality in education and academic services is maintained by the Institute.
- xiii) The Director should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.

- xiv) The Director should ensure liaisoning with affiliating University and AICTE.

3. DEAN STUDENT WELFARE

- i) The Dean shall have the power to visit/inspect the academic premises and hostels at any point in time.
- ii) On receiving the report of any undesirable activity from the heads of the departments/ teachers/ wardens of hostel, the Dean shall bring it to the notice of the Director and may also recommend action against the student found guilty.
- iii) He is responsible for maintaining the students discipline within college premises with respect to attendance, college uniform, smoke and alcohol free environment with the help of Head of Departments.
- iv) To assist students for effective organization of extracurricular & co curricular activities in and outside the campus.
- v) To keep watch on hostel and campus for ragging free environment.
- vi) To counsel students for any issue that may arise.
- vii) To assist the senior authorities in all students related issues.
- viii) He/She should obey all rules and regulations of COER

4. DEAN ACADEMICS

- i) Management of all academic transactions
- ii) To keep watch of commencement of classes and laboratories
- iii) He/She should obey all rules and regulations of COER
- iv) Infrastructural development

5. DEAN BASIC SCIENCES& HUMANITIES

- i) Dean (BS & H) shall be responsible for smooth functioning of courses of Department of Basic Sciences.
- ii) He shall be responsible for smooth induction of new admitted students.
- iii) He shall oversee the interaction of teachers and parents of students.

6. HEADS OF DEPARTMENT

- 1) The Head of the departments shall be responsible for maintaining discipline and decorum in the campus and hostels.

- 2) As the persons in charge of the Departments/Hostels, they shall take appropriate action against any indisciplinary behavior inside the campus and hostels.
- 3) For the harmonious functioning, the Heads of the Departments can depute teachers to inform about any act of indiscipline that shall be further reported to the Director, for requisite action.

Responsibilities of Head of the Department:

1. Monitoring the academic schedule/attendance/syllabus completion/Internal examinations.
2. Monitoring the requirements in laboratories and preparing proposals for purchase.
3. Execution of discipline among the students.
4. Recommending leaves of faculty and support staff.
5. Conducting regular faculty meetings and forwarding the minutes of the meeting to the Director.
6. Carrying out the responsibilities assigned time to time.
7. The work load (teaching and departmental) of all the staff should be fixed by the Head of the department.
8. The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Director.
9. The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
10. The Head of the Department should arrange the weekly meetings of the department staff to overview the progress of academic and administrative work.
11. The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
12. The Head of the Department should encourage Faculty Members to publish text books, research papers in reputed International / Indian Journals / Conferences/MoUs.
13. The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
14. The Head of the Department should write confidential report for all staff members of his/her department and submit to the Director.

7. REGISTRAR

He shall be responsible for the following academic and other administrative duties:

- i) Human Resource Management.
- ii) Housekeeping
- iii) Maintenance
- iv) Estate management
- v) Student's Centre (messes & institutes at students centre)
- vi) Events, conferences & COER level functions
- vii) Discipline (staff) & order in campus
- viii) Examination: Coordination & Staff work (in conjunction with Controller of Examiner)
- ix) GoUK, UGC, AICTE, UTU & SDSUVV: Affiliation, Interaction & Follow up
- x) Sports
- xi) Library
- xii) Central stores
- xiii) ITI Almora
- xiv) Hospitality
- xv) Media Publicity & Advertising
- xvi) Statistical Data & data Centre
- xvii) Any other duties assigned by Management/Director General

PART-D

CODE OF CONDUCT FOR FACULTY MEMBERS

CHAPTER-IV

FACULTY – CODE OF CONDUCT

ETHICS & VALUES

The Institute places highest values and importance towards humanity, mankind, self respect and dignity. It is the prime concern of the Institute to groom the each and every individual and cultivate good habits in them so that in time to come they can prove themselves worthy to self, family, society, nation and as a whole to the mankind and humanity.

Here at COER each and every member is bound to fulfill the above mentioned target with sincerity, zeal and passion. To achieve the above target the first and foremost thing which is being taken care of is **Discipline** which goes from top to bottom and in response being achieved at the smallest level with the high degree of self responsibility

CODE OF CONDUCT

For Faculty

- (1) Faculty member shall at all times, be imbued with the spirit of professional loyalty, mutual confidence, and faith in one another, and full cooperation with colleagues.
- (2) Faculty members shall be fair dignified and ethical in all their dealings with the superiors, staff members, students or outsiders.
- (3) A faculty member shall live with dignity in all places at all times and shall impose self-respect and self-discipline.
- (4) Faculty members shall be regular and punctual in attendance. In case of absence due to unforeseen circumstances, they shall inform the HOD/Director at the earliest with a request to make alternate arrangements for the handling of their class hours.
- (5) A faculty member shall get the prior of leave by the HOD. The faculty member seeking leave or absence shall state in the leave application how his/her class hours during the leave period shall be handled.



(6) A faculty member shall leave a message with the HOD(after taking permission from principal) when he/she is expected to be back in the college, when ever he/she go out of the college premises during working hours for any reason.

(7) Faculty members shall be dressed in a dignified manner and shall always carry their ID cards along with neck tie (in case of male). The male staff members are expected to avoid wearing T-Shirts, jeans and undignified cloths and the female staff shall come in a decent and respectable dress avoiding all sorts of pants, T-Shirts etc.

(8) No faculty member shall cancel his/her scheduled classes without prior approval of the HOD.

(9) A faculty member shall establish and maintain cordial relations with students, and shall conduct himself to merit their confidence and hear student's complaints with sympathy and understanding.

(10) The faculty member shall always be available and communicative to the higher authorities.

(11) Results of unit tests shall be announced within 4 working days and the valued answer papers shall be returned to the examination branch. Similarly, assignments submitted by the students shall be valued and returned to them within a week.

(12) Faculty members shall bound to-

- Attend all meetings called by the HOD or any other authority and lectures or functions to which they have been invited.
- Undertake any extra tasks that may be assigned to them by the HOD.
- Function as Faculty Advisors to the students assigned to them and be helpful to any other student who may seek their help; and the faculty members shall avoid making derogatory statements about colleagues, students, other teachers, officials or parents.
- To cooperate with other faculty members whenever such cooperation is solicited.

(13) A faculty member shall treat all students with love and affection and shall be just and impartial to all students irrespective of their caste, creed, religion, gender, economic status, disability, language and place of birth.

(14) A faculty member are invariably furnish the vacation address and contact No. in case leaving the Institution.



Maintaining Discipline

(a) We are moral, bound and responsible for maintaining discipline, uniformity, punctuality, behaviour and attendance performance and moral behavior of our students.

(b) Taking classes as per time table and always vigilance during class is primary and utmost responsibility of every faculty.

(c) "An Idle mind is devil's home", accordingly always engage students for complete class accompanied by assignment for home.

(d) Examination duties are of utmost importance and they must be performed meticulously without any fail. All advice and suggestions of Examination Incharge must be adhered seriously.

(e) Educational tours, seminars, industrial visits, medical checkups etc. for different courses are arranged from time to time where attendance is compulsory. The following pre and post preparation for the event is to be taken care are noted below:

(i) Press invitation before any event.

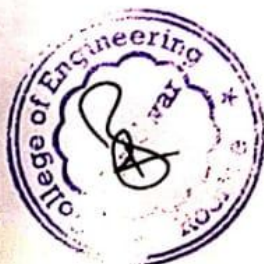
(ii) Arrangements of camera for proper photogenic record is must.

(iii) Press note of least 500 words in Hindi must be sent to the media.

(iv) Presentation about the event must be conducted by the students.

(f) It is compulsory for all teaching staff to attend meeting on every last working day of every month. Each faculty must done their home work before coming for the meeting as per the agenda.

(g) Any change in Time-Table, Class room or shifting/shuffling of any kind is not allowed without permission from Director or other concerned.



PART-E

CODE OF CONDUCT FOR SUPPORT STAFF

- Staff must maintain high standards of punctuality, honesty and professional ethics.
- They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
- Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- All staff of the college should maintain harmonious relations with other staff and students.
- Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
- All staff should follow the instructions and directions of the authority.
- All staff should constructively contribute toward the development of the college and university.
- All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
- All staff shall extend their services for the welfare of the community & society at large.
- All staff should properly maintain the records of respective portfolio.
- All staff should make an effort for the continuous development through training programs, workshops and research and development activities.

NON-TEACHING STAFF/SUPPORT STAFF:

1. All non-teaching staff should remain present in the college, at least 30 min before the start of college.
2. The staff should follow the instructions from the higher authorities.
3. They should carry out the assigned work with complete zeal.
4. They should be regular and punctual.
5. They should maintain professional ethics in the campus and should maintain proper behavior in the authorities and students.

6. The staff working in laboratories should keep proper maintenance and cleanliness.
7. They should carry out additional work assigned to them
8. Carrying out the responsibilities assigned time to time.

ADMINISTRATIVE STAFF

- Confidential report of the document should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by Senior.

ACCOUNTANT

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the concerned senior authorities regarding the finances of establishment.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Account should provide all the necessary account statement and documents for various committees of the institute.
- Account should provide all the necessary account statement for the yearly account audits.

LAB ATTENDANT

- Lab attendant should assist the lab assistant to carry out the lab related responsibilities.

PEON

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.